

Monday, April 15, 2019

Company Coordinator - Peridance Contemporary Dance Company

Company: Peridance Contemporary Dance Company

Location: New York, NY

Compensation: commensurate with qualifications and prior experience. Hourly Pay.

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NYC's Peridance Contemporary Dance Company (PCDC) is seeking a part-time Company Coordinator to assist with various Company functions.

PCDC is in an exciting season of growth, with increased creation of new work, domestic and international touring opportunities, and new funding streams. This new position would work closely with the Executive and Artistic Directors to plan tour logistics, book studio space, coordinate rehearsal schedules, and propose new programs, in coordination with the Development Associate.

The position start date is May 1st.

Responsibilities include:

- booking studio space
- coordinating rehearsal space and scheduling needs with Artistic Director
- Coordinating and planning tour itineraries between involved parties and communicating this to other company staff.
- writing, coordinating, and sending program information and company information to presenters
- running company auditions
- facilitating costume fittings and other costume needs
- implementing website additions and changes with the Media Coordinator
- assisting with outreach opportunity coordination

Qualifications:

- Bachelor's degree
- Strong organizational and communication skills
- Attention to details
- Strong interpersonal skills and ability to work well with others
- Excellent writing skills
- Strong knowledge of dance and the broader dance field
- Quick and efficient work ethic

Peridance Contemporary Dance Company is an Equal Opportunity Employer. Employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship status, or any other protected characteristic as established by law.

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<http://www.peridance.com/pcdc/about.cfm>

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